



**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

**Allison Blake, PH.D., L.S.W**  
Commissioner

## JOB VACANCY POSTING

<b>POSTING #:</b>	074-14	<b>ISSUE DATE:</b>	June 3, 2014
<b>TITLE:</b>	<b>SENIOR CLERK TYPIST</b>	<b>CLOSING DATE:</b>	June 17, 2014
<b>LOCATION:</b>	Department of Children and Families (DCF) Hunterdon/Mercer/Somerset/Warren Area Office 1600 Brooks Boulevard Hillsborough, NJ 08844		
<b>POSITIONS:</b>	1	<b>RANGE:</b>	A08
<b>DISTRIBUTION:</b>	STATE-WIDE	<b>SALARY:</b>	\$28,689.50 - \$39,871.73

**SCOPE OF ELIGIBILITY:** Open to employees who are permanent in a competitive title or a Civil Service Commission approved non-competitive title with underlying permanent State service as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

**DEFINITION:** Under supervision, performs typing and other related clerical work requiring the exercise of independent judgment and a working knowledge of department rules, regulations, and policies, and/or has charge of the work of a small group of clerk typists, and/or has charge of the designated phase of the typing work of the department; does related work as required.

### REQUIREMENTS

**EXPERIENCE:** One (1) year of experience in clerical work including typing.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for the experience indicated above. Coursework must include typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

### Electronic Filing:

Forward a cover letter and resume electronically to:

**Jennifer.Dowd@dcf.state.nj.us**

Include the Job Posting # in the subject line of your email.

### Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

**Ken Candelori, Personnel Coordinator**  
**Department of Children and Families**  
**Office of Human Resources**  
**P.O. Box 717**  
**Trenton, New Jersey 08625**